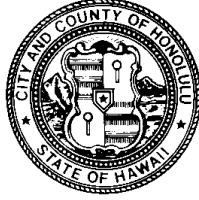


DEPARTMENT OF PARKS & RECREATION
CITY AND COUNTY OF HONOLULU

1000 Uluohia Street, Suite 309, Kapolei, Hawaii 96707
Phone: (808) 768-3003 • Fax: (808) 768-3053
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KIRK CALDWELL
MAYOR



MICHELE K. NEKOTA
DIRECTOR

JEANNE C. ISHIKAWA
DEPUTY DIRECTOR

91ST LEI DAY CELEBRATION
LEI LIPINE
(Yarn, Ribbon and Fabric lei)
NON-TRADITIONAL LEI CONTEST

LEI CONTEST RULES

Sponsored by the Department of Parks and Recreation
Tuesday, May 1, 2018 –Kapi‘olani Park

RULES

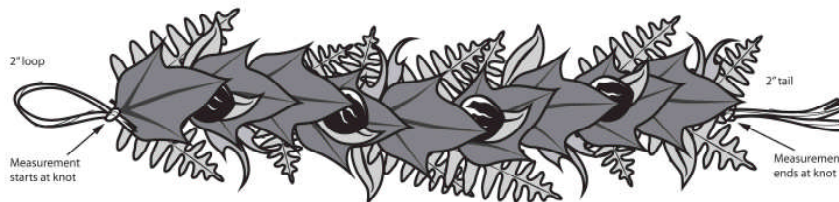
1. Any individual or group may enter an unlimited number of lei. Each lei shall be entered only once.
2. All ages welcomed.
3. Each lei must be accompanied by a completed official entry form, submitted to the Lei Receiving committee at **Makiki District Park Auditorium (1527 Ke‘eaumoku Street), on April 21, 2018, Saturday, from 9:00 a.m. to 10:30 a.m. Lei submitted after the 10:30 a.m. deadline will not be accepted. No lei lipine will be accepted on May 1, 2018.**
4. Lei Lipine judging will take place on May 1, 2018 at Kapi‘olani Park.
5. Full-time employees of the Department of Parks and Recreation of the City and County of Honolulu PMRS division are not eligible to enter this contest.
6. **All lei entered in this contest will be returned. All lei must be picked up from the lei display with accompanying receipt between 5:30 to 6:00 p.m., on May 1, 2018. If you are unable to pick-up your lei at that time, please call Ms. Lynette Kishimoto at (808) 675-6032 after May 1 to make arrangements for a later pick-up date/time. If lei are not claimed by Monday, May 14, 2018, remaining lei will become the property of the Department of Parks and Recreation for disposal.**
7. The Department of Parks and Recreation reserves the right to:

- a. disqualify any lei that does not comply with the contest rules or division specifications.
- b. disqualify any lei submitted in which the contestant does not meet the eligibility requirements.

These disqualified lei will not be displayed.

8. All decisions made by the Department of Parks and Recreation are final.
9. **Each lei maker will be limited to entering no more than two (2) lei of the identical style, regardless of color.**
10. All lei must be wearable.
11. All lei shall be made primarily using yarn, ribbon or fabric.
12. All lei must have a 2 inch (5.1cm) loop (for hanging) at the top; with a 2 inch (5.1cm) tail at the bottom end (this identifies the top and bottom of the lei). Lei need to be left untied.
13. The measurement of the lei shall be a minimum **30 inches** (76.2cm) and maximum **36 inches** (91.4cm) long - does not include 2 inch (5.1cm) loop and 2 inch (5.1cm) tail.

Measurement will be taken from the knot of the 2-inch loop to the knot at the end of the lei. See illustration below.



14. **AWARDING OF PRIZES** – Contestants need not be present to win. Winners will receive their awards through the mail, **no earlier than May 31, 2018**. To receive an award, all winners irrespective of award amount, age or citizenship must have a Taxpayer Identification Number and submit a form W-9 or W-8BEN to the City no later than **May 18, 2018**. **Should you not complete this process by May 18, 2018, we will assume that you have decided to waive and forfeit any and all rights or claims to receive the prize monies.** If you are in the process of obtaining an ITIN (discussed below) and cannot meet the May 18, 2018 deadline, please contact Mr. Randy Yasuhara at (808) 768-3045 **before** May 18, 2018 or your prize will be considered forfeited.

To obtain a Taxpayer Identification Number, you must do the following:

- You must have a Social Security Number (SSN) or an Individual Taxpayer Identification Number (ITIN). In order to obtain a Taxpayer Identification Number:
 - **SSN** – To obtain a SSN, complete and submit an Application for Social Security Card to the Honolulu Social Security Office, 300 Ala Moana

Boulevard, Suite 1114, Honolulu, Hawaii 96850, phone 772-1213. It will take approximately ten business days to obtain a social security card.

- **ITIN** - Persons, who are not eligible for a SSN, must obtain an ITIN. An ITIN is a nine-digit number issued by the U.S. Internal Revenue Service (IRS) to persons who are required for U.S. tax purposes to have a U.S. taxpayer identification number, but who do not have and are not eligible to get a SSN.
 - To obtain an ITIN, the person must submit a completed W-7 IRS form (Individual Tax Identification Number Application) to the IRS. Because it takes four (4) to six (6) weeks to receive an ITIN, please submit your W-7 IRS form to the IRS as soon as possible in order to meet the May 18, 2018 deadline.
- After obtaining an SSN or ITIN, the person must complete the following:
 - W-9 form (Request for Taxpayer Identification Number and Certification) (for persons with SSN);OR
 - W-8BEN form (Certificate of Foreign Status of Beneficial Owner for United States Tax Withholding) (for persons with ITIN);
- On May 1, 2018, submit your completed W-9 or W-8BEN form with your lei contest application.
- Any W-9 or W-8BEN form submitted after May 1, 2018, shall be faxed or emailed to the City's Budget and Fiscal Services (BFS) Purchasing Division at: FAX (808) 768-3299 ATTN: Vendor Control; or email to: bfspurchasing@honolulu.gov. **The deadline to submit the W-9 or W-8BEN form to BFS Purchasing is MAY 18, 2018. It is your responsibility to assure that the form is submitted to and received by BFS Purchasing. DO NOT SUBMIT THE COMPLETED W-9 OR W-8BEN FORM TO THE DEPARTMENT OF PARKS AND RECREATION AFTER MAY 1, 2018.**

Awards:

PLACEMENT	AWARD	RIBBON
First Place	\$100	Blue
Second Place	\$80	Red
Third Place	\$60	White

13. All lei will be on display to the public on May 1, 2018, from 1:00 p.m., to 5:30 p.m., at Kapi‘olani Park (between the bandstand and Waikīkī Shell).

14. For more information about the contest, please contact Mr. Randy Yasuhara of the Department of Parks and Recreation at (808) 768-3045.



Accommodations are available upon request to persons with disabilities, please call (808) 768-3003 or send an email to parks@honolulu.gov at least 3 working days prior to the event.

91ST LEI DAY CELEBRATION
LEI LIPINE APPLICATION
(Yarn, Ribbon and Fabric lei)
NON-TRADITIONAL LEI CONTEST
City & County of Honolulu
Department of Parks & Recreation (DPR)

Lei will be accepted only on April 21, 2018 at Makiki District Park (9:00 a.m. to 10:30 a.m.)

TYPE OR PRINT LEGIBLY

LEI MADE BY:

FULL LEGAL NAME: _____
First Middle Last

MAILING ADDRESS: _____

MAILING CITY, STATE, ZIP CODE: _____
City State/Country Postal Code

E-MAIL ADDRESS: _____

PHONE (Business): _____ Phone (Residence): _____

PHONE (Cell): _____ Phone (Fax): _____

City & County of Honolulu Vendor Code: _____

PARK NAME: _____

I have filled out this form by myself and am responsible for the information given. I verify that the information indicated above is true and correct. I have read and understand the rules of the City and County of Honolulu, 91st Annual Lei Day Celebration, Lei Lipine, Non-Traditional Lei Contest.

Signature

Date

IF YOU ARE UNDER 18 YEARS OF AGE:

Age (as of 5/01/18): _____

I (parent/authorized adult) have completed this form on behalf of the contestant, and am responsible for the information given. I verify that the information indicated above is true and correct. I have read and explained the rules of the City and County of Honolulu Lei Lipine Contest to the contestant.

Parent / Authorized Adult's Signature

Date

If lei is chosen as a winner, please refer to Lei Lipine Contest Rule # 14, Awarding of Prizes.

(please complete two sides of this form)

Materials Used: (please check)

- ☐ acetate ribbon
- ☐ dyna stain ribbon
- ☐ eyebrow yarn
- ☐ eyelash yarn
- ☐ feather yarn
- ☐ fizz yarn
- ☐ fuzzy yarn
- ☐ grosgrain
- ☐ iridescent ribbon
- ☐ organza ribbon
- ☐ picot ribbon
- ☐ polyester ribbon
- ☐ rattail
- ☐ ric rac
- ☐ satin ribbon
- ☐ yarn loop
- ☐ weavon ribbon

Others (Please print or type legibly) :